



**Bureau of Laboratory Sciences
at the William A. Hinton State Laboratory Institute
(UMASS Medical School Campus Jamaica Plain, MA)**

Instructions for use of this powerpoint presentation:

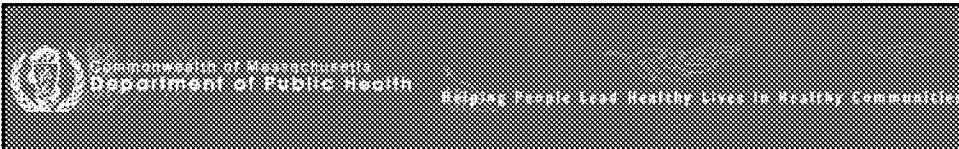
For restricted floor (3, 4, 7) training
Review slides 2-20.
Complete post-training evaluation and acceptance agreement form.

For restricted floor and laboratory training
Review slides 2-61.
Complete post-training evaluation and acceptance agreement form.

**Return post-training evaluation form and acceptance agreement form
to the LSS Manager, Kathleen Nawn (room 454), (617)983-6345.**

Version1(nonsat): revised 7/5/11-kln

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**Laboratory Security System
Access to Restricted Floor
Training**

**Bureau of Laboratory Sciences
at the William A. Hinton State Laboratory Institute
(UMASS Medical School Campus Jamaica Plain, MA)**

Version1(nonsat): revised 7/5/11-kln

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**At the conclusion of Restricted Floor training,
the employee will be able to:**

- Describe the Laboratory Security System (LSS) components for access to restricted floors.
- List the restricted floor locations.
- Describe employee entry and exit procedures.
- Describe the employee temporary access card procedure.
- Describe the employee procedure for lost card.

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Your supervisor requests access to floors where you will work.

Form completed for an employee identification access card.

Security Access Form for Jamaica Plain Campus Employees, Contractors, and Temp Staff

→ Building Access

Access required - check building name(s):

Tower Stable Biologics

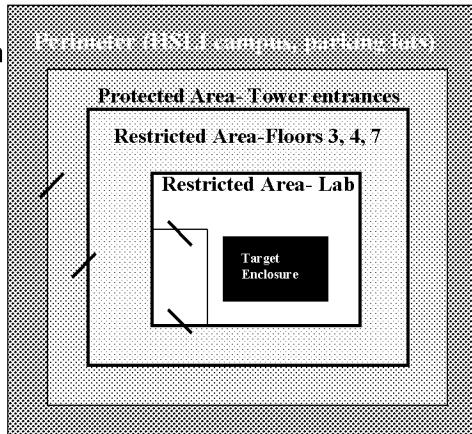
If your work requires you to have access to any of the following secure areas on a routine basis, please check the appropriate box(es):

Tower – 3rd Floor East (Rooms 301 – 348)
 Tower – 4th Floor East and West (Rooms 401 – 498)
 Tower – 7th Floor East and West (Rooms 701 – 798)
 Tower – 7th Floor West (Rooms 751 – 798)
 Tower – Floors 3, 4 & 7

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GRADED PROTECTION- PHYSICAL SECURITY

- Graded protection- increasingly strict controls from one protection area to another provided by LSS.
- Access control- limits access and ensure only authorized individuals are allowed entry.
- Escorted entry- Visitors, Maintenance, Emergency personnel.
- Intrusion detection- detects unauthorized access (LSS components; personnel).



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BLS Floors and Laboratories with heightened security restricted access

- Select Agents and Toxins (SAT) Program- Registered Laboratories that work with high risk threat biologicals and toxins (bioterrorism, criminal investigations, clinical diagnostic).
- Labs that perform non-SAT testing, but need secure lab space for work performed (chemical terrorism, criminal cases, chain of custody specimens, environmental monitoring, and public health investigations).
- Labs used for surge capacity for BT/CT emergency preparedness response.

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EMPLOYEE IDENTIFICATION ACCESS CARD

You have been issued an employee identification access card, and will abide by security policies and procedures pertaining to the facilities on this UMASS Medical School Jamaica Plain campus including the Tower building implemented for the Facility Security System (FSS).

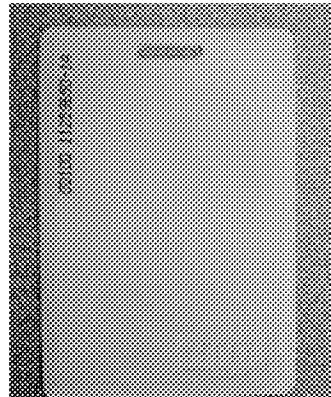
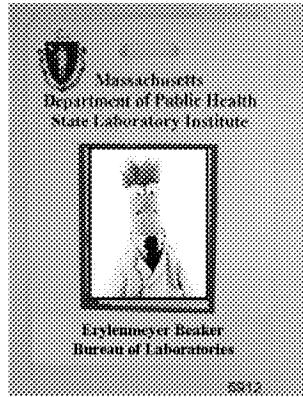
The Mass. DPH Bureau of Laboratory Sciences' (BLS) laboratory testing programs and activities located in the Tower building require security measures (including biosecurity) be implemented as part of the Laboratory Security System (LSS).

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EMPLOYEE IDENTIFICATION ACCESS CARD

Allows authorized graded access to:

- Tower building, Restricted floors, Restricted laboratories



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LSS COMPONENTS

- IT hardware and software (VeriAdmin and iNET)
- Electronic and Combination locks
- Electronic device doors
- Access cards
- Proximity scanners
- Biometric readers (fingerprint, retina)
- Cameras
- Intrusion detection systems

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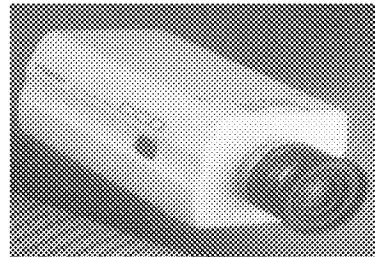
LSS COMPONENTS

- LSS components protect and control access to:
 - Registered select agents and toxins
 - Restricted Floors and Labs
 - Employees who work or have access to Labs
 - Information technology and confidential data

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SECURITY CAMERAS

- Hallways and stairwell doors on floors with restricted access laboratories.
- Restricted registered laboratories with select agents and toxins usage and storage.



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LABORATORY SECURITY SYSTEM MANAGER

LSS Manager

Kathleen Nawn x6345, room 454,
Kathleen.nawn@state.ma.us

alternate contact

Dina Caloggero x6601, room 203A.
Dina.caloggero@state.ma.us

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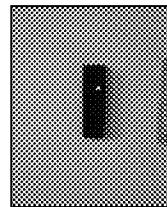
RESTRICTED FLOOR LOCATIONS

Floor	Wing	Doors
3	East & West	-elevator lobby -stairwell doors
4	East & West	-elevator lobby -stairwell doors
7	East & West	-elevator lobby -stairwell doors

Access to the floors can be further limited.
Access from the basement of the building can be further restricted.

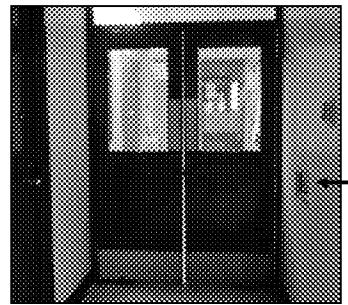
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ACCESS PROCEDURES- RESTRICTED FLOORS

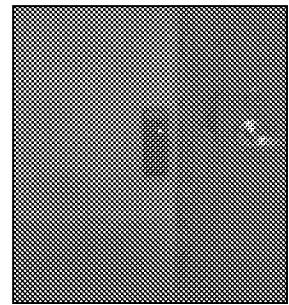


PROXIMITY SCANNER LOCATIONS

ELEVATOR LOBBY SIDE



STAIRWELL SIDE



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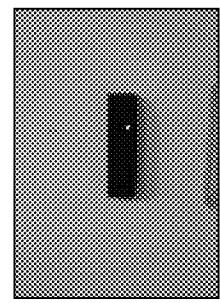
ACCESSING RESTRICTED FLOOR

- Each employee must enter separately with their assigned identification access card
- No user entry without scanning
- No following another user through door without scan
(do not tail gate, do not pass your card back for other's use)
- No sharing of access cards
- Access cards are not transferable

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RESTRICTED FLOORS – ENTRY PROCEDURE

- Scanner has red light- door locked. Hold employee identification access card near proximity scanner.



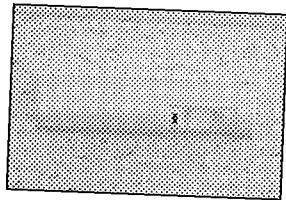
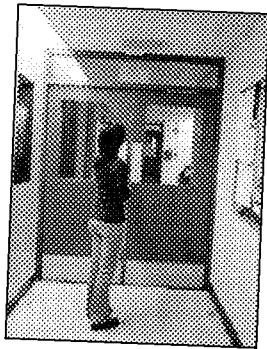
Scanner light turns green- door unlocks for entry.

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RESTRICTED FLOORS—PAWN

Do not scan to exit the restricted floors

Motion sensor will detect approach



Door unlocks

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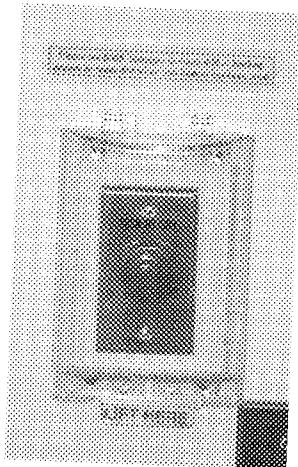
RESTRICTED FLOORS—EMERGENCY RELEASE

Located next to proximity scanner

- Employee ID access card malfunction
- Need quick exit
- Malfunction with interlocking doors

If used,

- report to Supervisor and LSS Manager
- document on the Emergency Door Release Button Activation Log



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RESTRICTED FLOORS – TEMPORARY ACCESS CARD

- Forget your access card?
 - ✓ Obtain Temporary **building** access card from UMASS security (front desk).

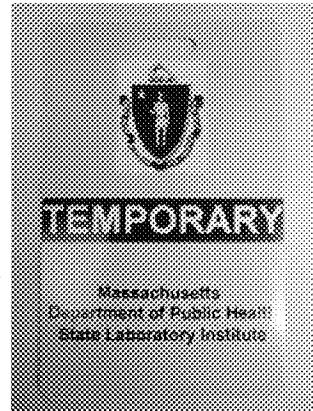
✓ Employee must be issued Temporary access card to **restricted floor**.

- Notify
 - ✓ Your Supervisor

✓ LSS Manager- Kathleen Nawn x6345, room 454, or alternate contact Dina Caloggero x6601, room 203A.

• If access to **restricted lab** is needed, Temporary card **has to be programmed**.

• Temporary card issued to employee must be returned at end of same work day.



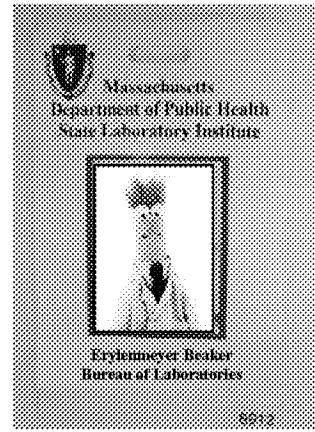
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LOST EMPLOYEE IDENTIFICATION ACCESS CARD

✓ Notify your Supervisor, and submit application for new card to UMASS Security immediately.

✓ Notify LSS Manager Kathleen Nawn x6345, room 454, or alternate contact Dina Caloggero x6601, room 203A.

• Temporary access card will be issued for Restricted Floor and Lab, as needed, each day until new access card is provided.



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Restricted Floor Training Evaluation

- If you are taking **only** Restricted **floor** training,
 - ✓ Complete the training evaluation
 - ✓ Complete the access acceptance agreement form
 - ✓ Return all forms to the LSS Manager

For further questions or concerns, contact the LSS Manager.

- If you are taking Restricted **floor and laboratory** training,

continue with the next series of slides > > > > > > >

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Laboratory Security System Access to Restricted Laboratories Training

Bureau of Laboratory Sciences
at the William A. Hinton State Laboratory Institute
(UMASS Medical School Campus Jamaica Plain, MA)

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**At the conclusion of Restricted Laboratory training,
the employee will be able to:**

- List the laboratory/room locations with restricted access.
- Describe the employee restricted laboratory access approval process.
- Describe the Laboratory Security System (LSS) components for access to restricted laboratories.
- Describe employee laboratory access procedures and related documentation .
- Describe the restricted laboratory visitor access procedure.

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RESTRICTED ACCESS LABORATORIES

Two types of restricted access laboratories at the MDPH Bureau of Laboratory Sciences

- Registered SAT Labs (for the Select Agents and Toxins Program)
- Non-SAT Labs

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REGISTERED SAT LABS

- SAT Labs work with high risk organisms and toxins. Have most secure access (BT Response Lab, Virus Isolation Lab, Molecular Labs)
- Only persons having FBI security clearances may have routine access to these areas.
- All others are escorted visitors.



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NON-SAT LABORATORIES

- Restricted Access Labs that perform non-SAT testing, but need secure lab space for work performed- chemical terrorism, criminal cases, chain of custody specimens, and public health investigations.
- Restricted Access Labs used for surge capacity for the BT/CT emergency preparedness response.

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NON-SAT LABORATORIES

- Environmental Chemistry Lab and Chemical Terrorism Response Lab (306-310,313)
- Mycobacteriology Laboratory (755)



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RESTRICTED ACCESS LABS

HAVE A GRADED PROTECTION SYSTEM

- A continuation of the Laboratory Security System (LSS) within the restricted floors 3, 4, 7, and non-restricted floor 8.
- Basis of Biosecurity plan. Barriers implemented.
- Combination and electronic locks, access cards, proximity scanners, biometric (fingerprint; retina) readers, cameras, intrusion detection systems. Provides protection for and controls access to:
 - Registered SATs,
 - Registered and restricted areas,
 - Employees who work or have access to agents or restricted and registered areas, and
 - Information systems and confidential information.

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BIOSECURITY

A combination of procedures, practices and prevention measures enacted to deter, detect or delay the theft, loss and/or release of biological and chemical agents by dangerous persons.

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LABORATORY ACCESS APPROVAL

- Restricted access Lab Division Director or Supervisor requests access for employee and submits Laboratory Security System (LSS) Employee Access Restricted Lab form to the LSS Manager.

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LABORATORY ACCESS APPROVAL			
<p>Laboratory Security System Employee Access- Restricted Laboratory Massachusetts Department of Public Health William A. Hinton State Laboratory Institute 305 South Street, Jamaica Plain, MA 02130</p> <p>Form completion instructions: 1. Complete for each restricted laboratory to which an employee will be granted access. 2. Complete when access is terminated and when there are changes in employee's restricted laboratory access.</p>			
Employee Information			
Employee Name (print):	Employee Room/Phone:		
LSS Training Date:	Date of Access Activation:		
Access Identification Card: Card no:	Employee's Supervisor (print): Fingerprint no:		
Restricted Laboratory Access Information			
Access to Laboratory (check all that apply)	Restricted Laboratory Access Approval	Signature	Date

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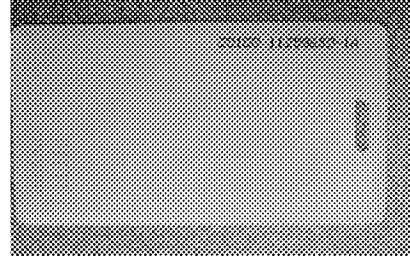
ACCESS APPROVED			
<ul style="list-style-type: none"> • For non-SAT labs, Division Director and Laboratory Supervisor approves access requested. • LSS Manager enrolls employee for restricted access lab(s). 			

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ACCESS APPROVED

- **LSS Manager**

- ✓ Load fingerprint into LSS. Activate for specific room.
- ✓ Activates employee identification access card for specific lab(s)
- ✓ Completes the LSS Manager section on LSS Employee Access-Restricted Lab form
- ✓ Maintain employee access records
- ✓ Person to contact for LSS problems



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CHANGES IN ACCESS AUTHORIZATION

Division Director/Laboratory Supervisor will

✓ Report an employee's termination of employment or resignation who have been authorized to work in Registered SAT Lab or other non-SAT restricted access lab.

✓ Report immediately when there are changes in an employee's access level.

✓ **LSS Manager**

Document changes on LSS Employee Access Restricted Lab form, or complete new form as applicable.

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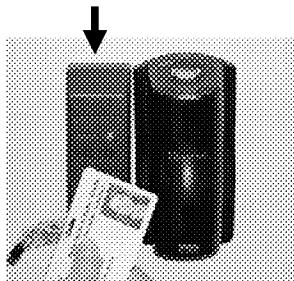
LSS COMPONENTS

- IT hardware and software (VeriAdmin and iNET). Records all lab entry and exit occurrences.
- Combination locks
- Electronic doors
- Access cards
- Proximity scanners
- Biometric readers (fingerprint, retina)
- Cameras

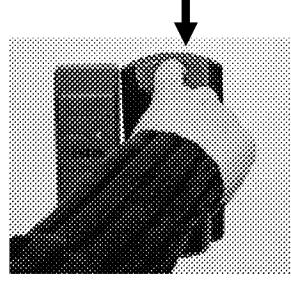
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ACCESSING LABS ENTERING FINGERPRINT READERS

1. Hold card to proximity scanner



2. Place finger on adjacent scanner



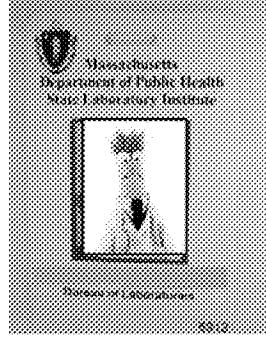
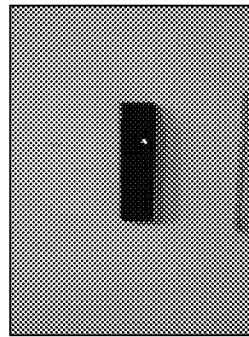
- Door will open after recognizing matching card and fingerprint.

- Employee's name, entry date and time are recorded when card is scanned.

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ACCESSING LABS- EXIT

When exiting, scan your card



- Door will open after recognizing card.
- Employee's name, exit date and time are recorded when card is scanned.

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ACCESSING LABS- PRECAUTIONS

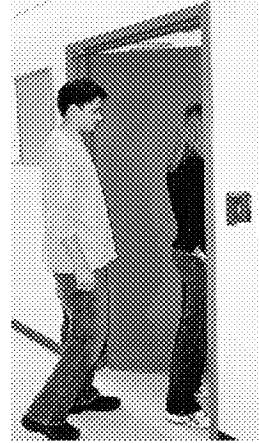
- Each employee must **enter separately and scan** their assigned identification **access card and fingerprint**, and each must **scan access card when exiting**.
- Notify LSS Manager if there are problems with card or fingerprint/ retina access.

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ENTRY AND EXIT SECURITY PRECAUTIONS

- **Do not tailgate.**

Cannot follow another authorized employee through door without each person scanning their own card and fingerprint. Don't enter/exit on one person's scan.



- **Do not pass back.**

While entering/exiting, authorized employee cannot use their access card and fingerprint scan for another person, following them. Each must person scan their own card and fingerprint/ retina.

- Close door between multiple people entering.

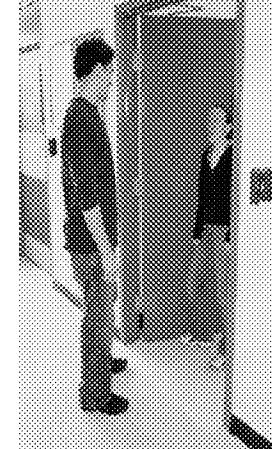
- **No entry allowed for non-authorized persons** (including MDPH and UMASS lab employees, facilities/maintenance, and visitors) without completing appropriate visitor access procedures.

- When available, use intercom system between doors.

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ENTRY AND EXIT SECURITY PRECAUTIONS

- Do not hold door open for more than 30 seconds (LSS will report violation).



- Email the LSS Manager, if anticipate having door open for long periods of time.

- Check doors daily to ensure they are closed/locked.

- Contact LSS Manager when problems occur with door operations and personnel access issues.

- LSS iNET application tracks **every** access activity. Detects and reports when door/access violations occur.

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LAB SPECIFIC LSS TRAINING

- When restricted lab access is approved, the employee will also complete room specific LSS training for every room approved
- The Division Director/Supervisor for each specific lab performs the training using form SA001-12-09 (Specific Lab Access Training)
- Completed training form is returned to LSS Manager

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LAB SPECIFIC LSS TRAINING

Employee name (print):		Laboratory Rooms										
Title: Specific Laboratory Access Training		404	414C	463	464	306-310,313	712	755	760	813	866	869
Instructions: Each restricted access laboratory supervisor will provide specific Laboratory Security System (LSS) room training to employees who have been granted access. The supervisor will review each checklist topic for the room(s) assigned with the employee. Return completed checklist to the LSS Manager.												
For Restricted Access Laboratory-												
• Location of surveillance cameras												
• Intercom operation												
• Entry location of scanners (proximity and biometric)												
• Exit location of proximity scanner												
• Location of Emergency Door Release Button(s)												

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LAB ACCESS PROCEDURES— EMERGENCY DOOR RELEASE BUTTON

- **Purpose**

when electronic door locking mechanism
doesn't activate, for manual opening of door.

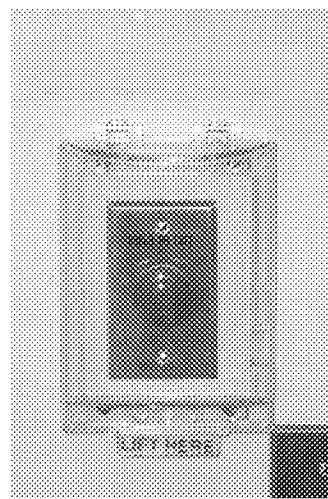
- **When to use**

Power failures
Access card malfunction
Need quicker exit than with card
Misplaced card
Malfunction with interlocking doors

- **Documentation**

Emergency Door Release Button Activation

Log. Every time button is used.



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LAB ACCESS PROCEDURES

Emergency Door Release Button Activation Log

Massachusetts Department of Public Health

William A. Hinton State Laboratory Institute

305 South Street, Jamaica Plain, MA 02130

Form completion instructions:

1. Record each use of emergency door release button on the log.

Employee Name <u>signature</u> print	Date	Room #	Reason for Activation

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**LAB ACCESS PROCEDURES—
EVACUATION EVENTS**

- **Events occur that cause lab personnel to evacuate (such as fire alarm).**

When exiting lab:

- **If doors are powered-off, use emergency doors release button to exit. Scanners are down.**
- **If working with materials, leave in bio-chemical safety cabinet.**

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**LAB ACCESS PROCEDURES—
EVACUATION EVENTS**

- **When allowed back in building**
 - ✓ Return directly to lab.
 - ✓ If used, document **Emergency Door Release Log**.
 - ✓ If doors powered off, start **LSS Entry/Exit Log** until electronic door locks are re-activated. Can be up to **2 hours**.

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**LAB ACCESS PROCEDURES—
ELECTRONIC DOORS DOWN**

- **Anytime** the electronic **door locks** are **powered down or under repair** and the manual entry/exit must continue
 - ✓ start **LSS Entry/Exit Log** for that door until electronic door locks are re-activated.

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LAB ACCESS PROCEDURES

LSS ENTRY/EXIT LOG (ROOM: _____)

**Massachusetts Department of Public Health
William A. Hinton State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130**

Form completion instructions:

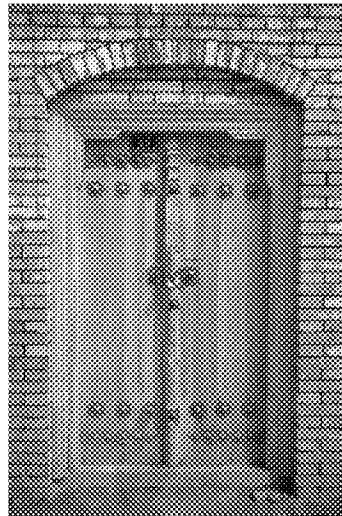
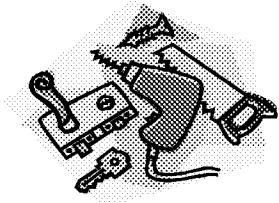
1. Log must be used to record room entry/exit of all persons whenever electronic access surveillance or magnetic locks are not functional. Manual recording will continue until function is restored.
2. For events requiring room evacuation, if select agents and toxins (SAT) are in use, record "yes" in SAT Unattended column. Complete an Unattended Select Agent Incident Log.

Form implemented on:	Reason for implementation:			
Name signature print	Date	Time in	Time out	SAT Unattended (record if Yes and complete Unattended SAT Log)
_____		am pm	am pm	

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LSS EVENT FORM

- Contact LSS Manager when problems occur with door operations.
- Complete a Laboratory System Security Event Form, SA001-01-09 to track and document door problem through resolution.



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LSS EVENT FORM

Laboratory Security System Event Form
Massachusetts Department of Public Health
William A. Hinton State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130

Form completion instructions:

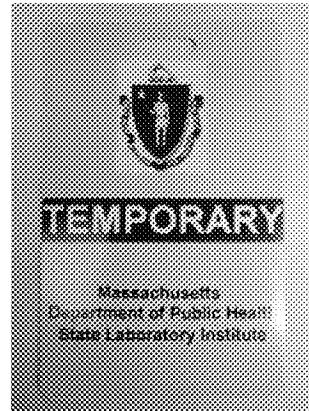
1. Complete for each security occurrence/event
2. Submit form to the LSS Manager and Responsible Official (RO)

Event Information	
Name of employee reporting event (print):	Employee Room/Phone:
Date of event:	Time of event: : AM / PM
Name of Laboratory Supervisor where even occurred (print):	Laboratory Supervisor Room/Phone:
Location of event (as applicable, specify- door, room number, storage equipment, hallway, stair well, or other location description):	
Detailed description of event:	

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LAB ACCESS – TEMPORARY ACCESS CARD

- Forget your access card?
- ✓ Obtain Temporary **building** access card from UMASS security (front desk), **and**
- ✓ Employee **must** be issued Temporary access card to restricted floor **and restricted lab**.
- Notify
 - ✓ Your Supervisor.
- ✓ LSS Manager (Kathleen Nawn, room 454) or alternate (Dina Caloggero x6345, room 203A).
- If access to **restricted lab is needed**, Temporary card **must be programmed before use**.
- Temporary card issued to employee must be returned at end of same work day.



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RESTRICTED LABORATORY VISITOR ACCESS

Visitor

person without Division Director/Lab Supervisor approval (and no access card and/or fingerprint authorization for entry into a specific laboratory).



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RESTRICTED LABORATORY VISITOR ACCESS

Visitor Examples

JP campus visitors;
DPH, BLS or UMASS staff;
Facilities; Maintenance;
Housekeeping; IT services;
Restricted Lab staff who
have access authorization for
other labs.



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VISITOR ACCESS PROCEDURES



- Each lab official designates specific employees who will serve as visitor escorts and be assigned a number of visitor access cards unique for each employee to use.

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VISITOR ACCESS PROCEDURES

Responsibility for Visitor access

Paul Elvin	TB Lab Supervisor	x6381
Cheryl Gauthier	BT Response Lab	x6266
Scott Hennigan	Molecular Labs	x6391
Raimond Konomi	Virus Isolation Lab	x6383
Julianne Nassif	Chemistry Division Director	x6651

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VISITOR ACCESS PROCEDURES

- Escort visitor to designated area for visitor badge issuance.
- Visitor presents photo ID. Visitor card issuer completes **Restricted Access Laboratory- Security and Safety Information for Visitors Form** for the specific laboratory being visited.
- Restricted Lab Supervisor/staff escort and visitor reviews and signs form.
- Visitor is issued access card assigned to the escorting Restricted Lab Supervisor/staff.

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Restricted Access Laboratory
Security Information for Visitors Form
Massachusetts Department of Public Health, William A. Hinton State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130

You are being granted visitor access to the Chemical Terrorism and Environmental Chemistry Laboratories (617) 590-7361. This is a restricted access laboratory area. Please be advised of the following:

LABORATORY SECURITY INFORMATION	
	You must be escorted by authorized laboratory personnel for the duration of your visit.
	You must clearly display the visitor access card issued to you at all times.
	You must follow your escort's instructions on use of the access card to enter/exit the laboratory.
	You must keep confidential any specimen specific information that may be observed.

Statement acknowledging receipt of visitor information

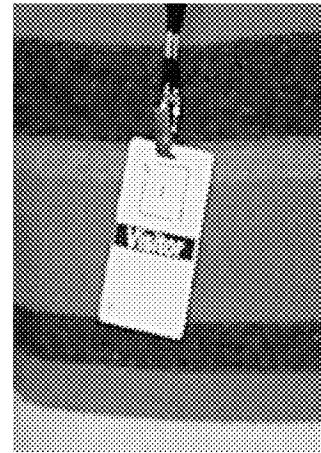
I acknowledge that I have read and understand the above security information. My questions regarding security have been adequately addressed by this information sheet and/or by my laboratory escort. I am at least 18 years old.

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VISITOR ACCESS PROCEDURES

Visitor **must at all times**

- wear access card
- be escorted



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VISITOR ACCESS PROCEDURES

ENTRY PROCEDURE

- ✓ Escort (designated Lab employee) scans own access card, then scans own fingerprint.
- ✓ Visitor scans visitor access card of escort. Escort (designated Lab employee) then scans own fingerprint.
- ✓ Escort and Visitor enter lab.

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VISITOR ACCESS PROCEDURES

EXIT PROCEDURE

- ✓ Visitor scans visitor access card and exits lab.
- ✓ Escort (Lab designee) scans own access card and exits.
- ✓ After visitor departs building, escort returns visitor access card same day it's issued.

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Restricted Floor and Laboratory Training

- You have completed Restricted Floor and Laboratory training,**

- ✓ Complete the post-training evaluation
- ✓ Complete the access acceptance agreement forms
- ✓ Return all forms to the LSS Manager

For further questions or concerns, contact the LSS Manager.